

## **CHARTER SCHOOL FUND RELEASE CHECKLIST**

### **Advanced Release for Design Only**

- ☐ Executed Grant Agreement
- ☐ Fund Release Authorization (Form SAB 50-05), sections 2, 10 and 11 completed
- ☐ Current Financial Soundness Determination
- ☐ Memorandum of Understanding (MOU), Funding Agreement (If applicable), Use Agreement (if applicable)

### **Advanced Release for Site Acquisition**

- ☐ Executed Grant Agreement
- ☐ Form SAB 50-05, sections 2, 10 and 11 completed
- ☐ Current Financial Soundness Determination
- ☐ MOU, Funding Agreement (if applicable), Use Agreement (if applicable)
- ☐ California Department of Education contingent site approval
- ☐ Appraisal (may be preliminary)
- ☐ Application for Charter School Preliminary Apportionment (Form SAB 50-09)

#### **For Charters holding title, the following is needed for a site release**

- ☐ Recorded lien for total amount of funds received from the State
- ☐ Executed Covenants, Conditions, and Restrictions (CC&Rs)
- ☐ Preliminary Title Report
- ☐ Insurance Policy

### **Full Fund Release**

(a full fund release is for projects that have an approved *Application for Funding* (Form SAB 50-04) and that have received a Final Apportionment)

- ☐ Executed Grant Agreement
- ☐ Form SAB 50-05, sections 5, 10 and 11 completed
- ☐ CSFP MOU, Funding Agreement (if applicable), Use Agreement (if applicable)
- ☐ Project Information Worksheet (New Construction Only)
- ☐ Complete Contract(s)
- ☐ Notice(s) to Proceed
- ☐ Recorded CC&Rs and lien, for the total amount of funds received from the state, if charter school holds title